

How to Password Protect an Office Document or Spreadsheet

If you have trouble remembering your passwords and need to record them somewhere, this might be a helpful tip on how to keep your passwords in a word document or an excel spreadsheet that is password protected. This means that only people with the password will be able to get into this file. If you forget the password that you protected the document with, you might not be able to open the document and retrieve those passwords.

Create a document or spreadsheet with all your important passwords stored in it:

Passwords:

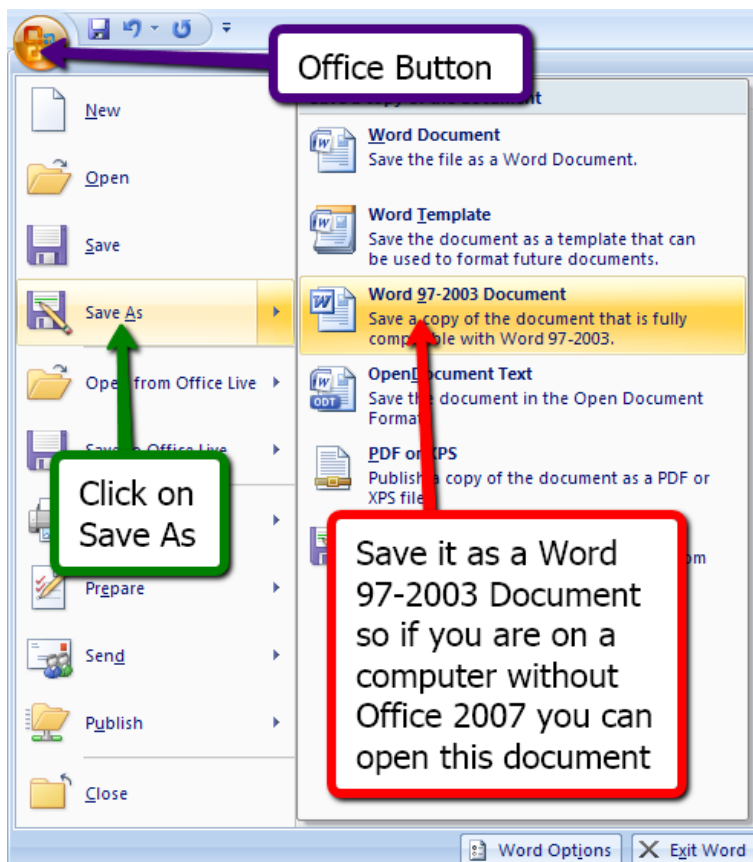
Bank account – Username: bigmoney; Password: i%have=millions+of.dollars

Learning.com – username: 128 123456; Password: thisisprivate1234

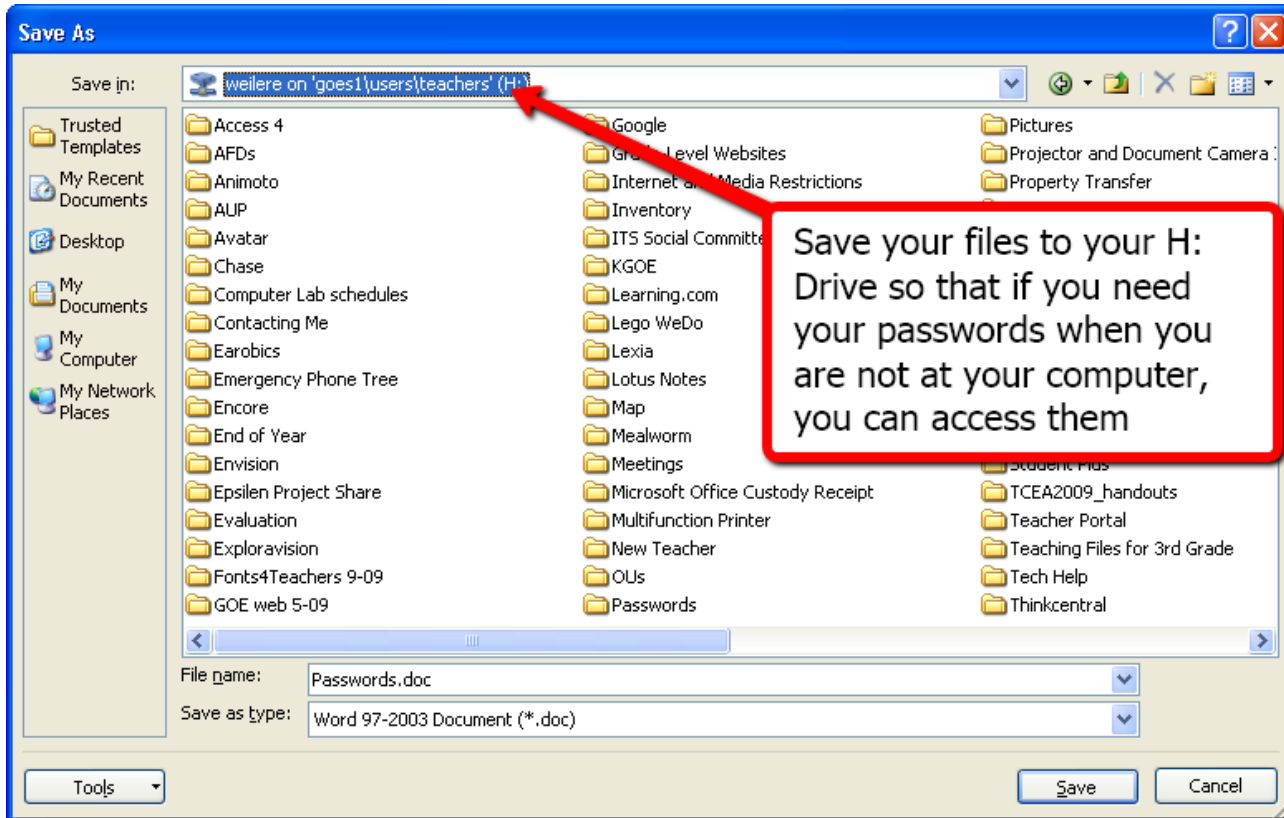
Teacherweb – Password: somethingreallycomplex

TMSDS – Username: 123456; Password: whatagreatwebsite

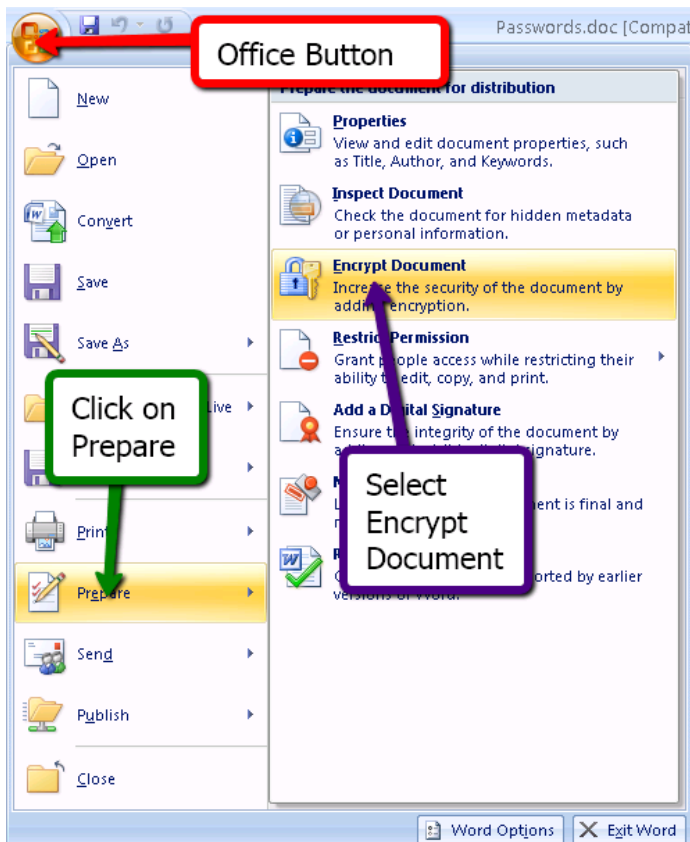
Click on the **Office Button** and select **Save As**. Select the Word 97-2003 Document in case you take these files home and use them on a computer that does not have Microsoft Office 2007:



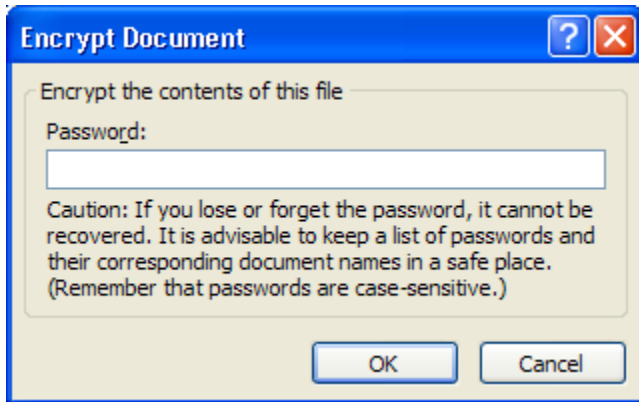
Save your document to your **H: Drive** so that if you need the passwords when you are not at your computer, you can access them:



Now that you have saved the document, it is time to password protect it. Click on the **Office Button**, select **Prepare**, and then choose **Encrypt Document**:



Type the password you would like to protect the document with in this box. Make sure this is a password you know that you will remember because if you lose this password, you will not be able to open this document:



Re-type your password in this box:



Congratulations. Your document is now password protected and now the only person who has access to these contents is you.